

Message

**From:** [Ex. 6 - Personal Privacy]  
**Sent:** 5/24/2017 3:51:50 PM  
**To:** Rourk, Alexis [Rourk.Alexis@epa.gov]; [Ex. 6 - Personal Privacy]; Kasman, Mark [Kasman.Mark@epa.gov]  
**CC:** [Ex. 6 - Personal Privacy]; Phillips, Anna [Phillips.Anna@epa.gov]; [Ex. 6 - Personal Privacy]  
**Subject:** RE: 5/23 UPDATE: INTERNAL U.S. Delegation List\_No Passport Info.xlsx

Alexis, please note that although [Ex. 6 - Personal Privacy] and [Ex. 6 - Personal Privacy] need credentials, but will not need rooms.

[Ex. 6 - Personal Privacy]  
Environment, Science, Technology & Health Counselor  
U.S. Embassy Rome

[Ex. 6 - Personal Privacy]

**Official - Transitory**  
**UNCLASSIFIED**

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**From:** Rourk, Alexis [mailto:Rourk.Alexis@epa.gov]  
**Sent:** Wednesday, May 24, 2017 3:31 PM  
**To:** [Ex. 6 - Personal Privacy]; Kasman, Mark  
**Cc:** [Ex. 6 - Personal Privacy]; Phillips, Anna; [Ex. 6 - Personal Privacy]  
**Subject:** RE: 5/23 UPDATE: INTERNAL U.S. Delegation List\_No Passport Info.xlsx

One more item to flag — [Ex. 7 - Law Enforcement] will not be traveling to Bologna at all. The table below has been updated.

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**From:** Rourk, Alexis  
**Sent:** Wednesday, May 24, 2017 9:06 AM  
**To:** [Ex. 6 - Personal Privacy]; Kasman, Mark <Kasman.Mark@epa.gov>  
**Cc:** [Ex. 6 - Personal Privacy]; Phillips, Anna <Phillips.Anna@epa.gov>; [Ex. 6 - Personal Privacy]  
**Subject:** RE: 5/23 UPDATE: INTERNAL U.S. Delegation List\_No Passport Info.xlsx

Hi [Ex. 6 - Personal Privacy]

My apologies but I received some changes to the itineraries overnight. The cells in orange have been updated from what you sent. I will let Mark and team continue to address the rest of the travel. Thanks!

Name	Date Arriving to Bologna Hotel	Date Departing from Bologna (Check out) & Flight
Scott Pruitt - VIP	6/10/2017	6/12/2017
Ryan Jackson	6/10/2017	6/12/2017
Jane Nishida	6/10/2017	6/13/2017
Samantha Dravis	6/10/2017	6/12/2017

Lincoln Ferguson	6/10/2017	6/12/2017
Sarah Greenwalt	6/10/2017	6/12/2017
Amanda Gunasekera	6/10/2017	6/12/2017
Mark Kasman	6/10/2017	6/13/2017
Hodayah Finman	6/8/2017 - Pls request early check-in	6/13/2017
Kevin Chmielewski	6/10/2017	6/13/2017
Millan Hupp	6/10/2017	6/13/2017
<b>Ex. 7 - Law Enforcement</b>	6/10/2017	6/12/2017
	Not applicable	Not applicable
	6/5/2017	6/12/2017
	6/10/2017	6/12/2017
	6/6/2017	6/12/2017
<b>Ex. 6 - Personal Privacy</b>	6/10/2017	6/13/2017
	6/10/2017	6/12/2017
	6/10/2017	6/12/2017
	6/10/2017	6/13/2017
	6/9/2017	6/13/2017
	6/9/2017	6/13/2017
<b>Ex. 7 - Law Enforcement</b>	6/10/2017	6/13/2017
<b>Ex. 6 - Personal Privacy</b>	6/10/2017	6/13/2017
	6/10/2017	6/13/2017

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U.S. Environmental Protection Agency  
<http://www2.epa.gov/international-cooperation>

**From:** Ex. 6 - Personal Privacy  
**Sent:** Wednesday, May 24, 2017 8:50 AM  
**To:** Ex. 6 - Personal Privacy; Kasman, Mark <[Kasman.Mark@epa.gov](mailto:Kasman.Mark@epa.gov)>; Rourk, Alexis <[Rourk.Alexis@epa.gov](mailto:Rourk.Alexis@epa.gov)>  
**Cc:** ; Phillips, Anna <[Phillips.Anna@epa.gov](mailto:Phillips.Anna@epa.gov)>; Ex. 6 - Personal Privacy  
Ex. 6 - Personal Privacy >  
**Subject:** RE: 5/23 UPDATE: INTERNAL U.S. Delegation List\_No Passport Info.xlsx

Hi all, going through the credit card list and if I have the attachment correct of who is going to Bologna with dates ( please double check ) , I am only missing Finman's .

Let me give you the cancellation policy for both hotels:

HOTEL SAVOIA REGENCY:

**Cancellation Policy:**

**Between May 22<sup>nd</sup> and May 31<sup>st</sup> 2017:** the full price for the nights of June 10<sup>th</sup> and June 11<sup>th</sup> will be charged by the hotel. **After June 1<sup>st</sup> 2017:** the cancellation fee will equal the total amount for the stay. Any early departure will be regarded as a No – Show and will therefore bear a 100% penalty fee for any of unused night(s).

HOTEL TOWER BEST WESTER PLUS

**Cancellation Policy:**

Up to 10 days prior arrival no cancellation fee charge. From 9 days prior each arrival 100% penalty fee will be charge.

Let me know if all looks good.

[Ex. 6 - Personal Privacy], let me know how you are working for the local staff ( LES and USA Direct Hires ).

Thank you

[Ex. 6 - Personal Privacy]

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**From:** [Ex. 6 - Personal Privacy]

**Sent:** Wednesday, May 24, 2017 2:20 PM

**To:** Kasman, Mark; [Ex. 6 - Personal Privacy]; Alexis Rourk

**Cc:** [Ex. 6 - Personal Privacy] Phillips, Anna; [Ex. 6 - Personal Privacy]

**Subject:** RE: 5/23 UPDATE: INTERNAL U.S. Delegation List\_No Passport Info.xlsx

Mark,

Sorry for the silent treatment, everybody is just returning from POTUS meet and greet. I do not believe the hotels can hold rooms from fund cite. For those that did not provide a credit card, it would help to secure their personal one. The cards are to hold the rooms only. Once they check-out they can provide a different card of their choice.

[Ex. 6 - Personal Privacy] - Correct me if wrong.

V/R

[Ex. 6 - Personal Privacy]

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**From:** Kasman, Mark [mailto:Kasman.Mark@epa.gov]

**Sent:** Wednesday, May 24, 2017 1:56 PM

**To:** [Ex. 6 - Personal Privacy]; Alexis Rourk

**Cc:** [Ex. 6 - Personal Privacy] Phillips, Anna; [Ex. 6 - Personal Privacy]

**Subject:** RE: 5/23 UPDATE: INTERNAL U.S. Delegation List\_No Passport Info.xlsx

[Ex. 6 - Personal Privacy]

Ok. This attachment now includes Mandy's credit card.  
I believe that we are only missing Ryan and Kevin.

Mark

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**From:** Kasman, Mark

**Sent:** Wednesday, May 24, 2017 6:27 AM

**To:** [REDACTED]; Rourk, Alexis <Rourk.Alexis@epa.gov>

**Cc:** [REDACTED]; Phillips,

Anna <Phillips.Anna@epa.gov>; [REDACTED]

**Subject:** RE: 5/23 UPDATE: INTERNAL U.S. Delegation List\_No Passport Info.xlsx

[REDACTED]

This is the consolidated list of what I have sent you so far. We should have Mandy's credit card later today, but if you need to go ahead with everything else this afternoon, use these cards and charge the rest to the fund cite. You can do so using the hotel cancellation line item.

Mark

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**From:** [REDACTED]

**Sent:** Wednesday, May 24, 2017 5:24 AM

**To:** [REDACTED]; Rourk, Alexis <Rourk.Alexis@epa.gov>

**Cc:** [REDACTED]; Kasman,

Mark <Kasman.Mark@epa.gov>; Phillips, Anna <Phillips.Anna@epa.gov>; [REDACTED];

[REDACTED]

**Subject:** RE: 5/23 UPDATE: INTERNAL U.S. Delegation List\_No Passport Info.xlsx

Hi [REDACTED], this is what I got from Mark .

And I still have missing cards for Rome too...

Thank you

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**From:** [REDACTED]

**Sent:** Wednesday, May 24, 2017 9:45 AM

**To:** [REDACTED], Alexis Rourk

**Cc:** [REDACTED]; Kasman, Mark; Phillips, Anna; [REDACTED]

**Subject:** RE: 5/23 UPDATE: INTERNAL U.S. Delegation List\_No Passport Info.xlsx

[REDACTED]

Can we get a list of the people you do not have a credit card from?

V/R

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**From:** [REDACTED]

**Sent:** Wednesday, May 24, 2017 9:43 AM

**To:** Alexis Rourk; [REDACTED]

ED\_001811B\_00001730-00004

**Cc:** [Ex. 6 - Personal Privacy] Kasman, Mark; Phillips, Anna; [Ex. 6 - Personal Privacy]

[Ex. 6 - Personal Privacy]

**Subject:** RE: 5/23 UPDATE: INTERNAL U.S. Delegation List\_No Passport Info.xlsx

Hi all.

I will adjust the request.

My concern is the time limit with the hotel.

I will need credit cards for the advance and delegation. I have almost everybody but missing some, as I need to commit by tomorrow.

I have asked to give us at least until Friday and what type of cancellation fee there will be once committed , in case of changes or cancellation.

Caron, we need to talk about the Embassy people in support.

Thank you

[Ex. 6 - Personal Privacy]

Privacy/PII

This email is UNCLASSIFIED.

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**From:** Rourk, Alexis [<mailto:Rourk.Alexis@epa.gov>]

**Sent:** Tuesday, May 23, 2017 10:35 PM

**To:** [Ex. 6 - Personal Privacy]

**Cc:** [Ex. 6 - Personal Privacy]; Kasman, Mark; Phillips, Anna

**Subject:** 5/23 UPDATE: INTERNAL U.S. Delegation List\_No Passport Info.xlsx

Hi Everyone,

Here is an updated spreadsheet with the info received today. Please note we now have dates for Amanda Gunasekera and incorporated changes for others whose names are highlighted.

Please feel free to get in touch with questions.

Best,

Alexis

Alexis Rourk  
Global Affairs and Policy  
Office of International and Tribal Affairs  
(202) 564-3179 | [Rourk.Alexis@epa.gov](mailto:Rourk.Alexis@epa.gov)

U.S. Environmental Protection Agency  
<http://www2.epa.gov/international-cooperation>

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**From:** [Ex. 6 - Personal Privacy]  
**Sent:** Tuesday, May 23, 2017 7:02 AM  
**To:** [Ex. 6 - Personal Privacy]; Rourk, Alexis <Rourk.Alexis@epa.gov>  
**Cc:** [Ex. 6 - Personal Privacy]  
**Subject:** RE: INTERNAL U.S. Delegation List\_No Passport Info.xlsx  
**Importance:** High

Quick update: [Ex. 7 - Law Enforcement] will not go to Bologna. He will stay in Rome for the entire visit 5/31/2017 – 6/13/2017.

[Ex. 6 - Personal Privacy] – This would mean we need those extra hotel nights for [Ex. 7 - Law Enforcement]

V/R

[Ex. 6 - Personal Privacy]

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**From:** [Ex. 6 - Personal Privacy]  
**Sent:** Tuesday, May 23, 2017 12:08 PM  
**To:** [Ex. 6 - Personal Privacy]  
**Cc:** [Ex. 6 - Personal Privacy]  
**Subject:** RE: INTERNAL U.S. Delegation List\_No Passport Info.xlsx

[Ex. 6 - Personal Privacy] thank you.  
I adjusted , taking away some comments, and sent it to the agency.  
As soon as they answer back I will let you know

[Ex. 6 - Personal Privacy]

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**From:** [Ex. 6 - Personal Privacy]  
**Sent:** Tuesday, May 23, 2017 8:26 AM  
**To:** [Ex. 6 - Personal Privacy]  
**Cc:** [Ex. 6 - Personal Privacy]  
**Subject:** INTERNAL U.S. Delegation List\_No Passport Info.xlsx

[Ex. 6 - Personal Privacy]

Please let me know if this helps!

V/R

[Ex. 6 - Personal Privacy]

**Official**  
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